

The University of Jijel
Second year 'Licence'
Student Name:.....

Second Semester 2024

Group no.:.....

English Exam:

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Answer the following thirty questions (0.5 mark for each correct answer)

1. An employee that belongs to neither the home country nor the host country is called...

- A. An expatriate
- B. A foreigner
- C. External talent
- ☒ D. A third-country national

2. Facts and data are used for decision making in

- A. High-performance work systems
- ☒ B. Evidence-based HRM
- C. Both A and B
- D. None of the above

3. Which of the following is defined as the written record of job duties, responsibilities, and work conditions?

- ☒ A. Job description
- B. Job specification
- C. Job profile
- D. None of the above

4. What is the bonus salary paid to an employee on the basis of individual performance called?

- A. Motivators
- B. De-merit pay
- ☒ C. Merit pay
- D. Fixed merit pay

5. Which of the following reactions by a dissatisfied employee can worsen a bad situation in an organization?

- A. Strikes
- B. Voice
- C. Exit
- ☒ D. Neglect

6. Redesigning business processes to achieve goals more efficiently and effectively is called...

- A. Moving workers from one job to another
- B. Assigning additional activities to workers
- C. Redesigning the jobs of workers
- ☒ D. Reengineering

7. Which one of the following assists HR managers in management processes?

- ☒ A. Staff manager
- B. Line manager
- C. First line supervisor
- D. All of the above

8. Attracting and orienting new employees, effective compensation system, and effective work environment are examples of:

- A. Objectives of the Human Resources department
- B. Employee objectives of the Human Resources department
- ☒ C. Activities of the Human Resources department
- D. Non of the above

9. The goals set by Human Resources to assist employees to achieve personal goals that will enhance their contribution to the organization are called:

- A. Societal objectives
- B. Organizational objectives
- ☒ C. Employee objectives
- D. All of the above

10. Which of the following are considered groups of Human Resource Management activities?

- A. Planning Human Resources
- B. Attracting Human Resources
- C. Placing, developing, and evaluating
- ☒ D. All of the above

11. Proactives are decision-makers that respond to problems rather than anticipate them

- A. True
- ☒ B. False

12. Reactives anticipate problems and likely challenges and take actions before a problem occurs

- A. True
- ☒ B. False

13. Which of the following authorities is possessed by managers of operating departments to make decisions about production, performance, and people?

- ☒ A. Line Authority
- ☐ B. Staff Authority
- ☐ C. Functional Authority
- ☐ D. Non of the above

14. The systematic study of a job to discover its specifications and skill requirements is called...

- ☐ A. Recruitment
- ☐ B. Hiring
- ☐ C. Human Resources
- ☒ D. Job Analysis

15. A job is a collection of tasks and responsibilities performed by an individual

- ☐ A. True
- ☒ B. False

16. A job is a group of related activities and duties that may be held by one or several employees

- ☒ A. True
- ☐ B. False

17. What is the correct order for the steps in job analysis

- ☐ A. Collection of Job Analysis information, preparation for Job Analysis, and Use of Job Analysis information
- ☐ B. Collection of Job Analysis information, use of Job analysis information, written documentation of the job analysis information
- ☒ C. Preparation for Job Analysis, collection of job analysis information, use of job analysis information
- ☐ D. Depending on the job any option could be right

18. Familiarize with the organization and its job is a part of one of the following steps in Job Analysis

- ☐ A. Collection of Job Analysis information
- ☒ B. Preparation for Job Analysis
- ☐ C. Use of Job Analysis information
- ☐ D. Non of the above

19. Determine uses of job analysis information is a part of one of the following steps in Job Analysis

- ☒ A. Preparation for Job Analysis
- ☐ B. Collection of Job Analysis information

- C. Use of Job Analysis information
- D. All of the above

20. Which of the following is part of the "Collection of information" step in Job Analysis?

- A. Identify jobs to be analysed
- ☒ B. Determine sources of job data
- C. Job Design
- D. HR systems and change

21. Employee logs are standardized questionnaires used to survey employees to collect information about jobs, working conditions, and other performance related information

- A. True
- ☒ B. False

22. Observation, one of the methods for data collection, is quick, inexpensive and very accurate

- A. True
- ☒ B. False

23. Which of the following is NOT a method for data collection

- A. Interviews
- B. Mailed Questionnaires
- C. Employee Log
- D. Observation
- ☒ E. Non of the above

24. Which of the following is not a part of the Use of information step in Job Analysis

- A. Job Design
- B. HR Systems and change
- C. Job performance standards
- D. Job descriptions and specifications
- ☒ E. Non of the above

25. A recognized list of functions tasks, accountabilities, working conditions, and competencies for a particular occupation is called a...

- A. Job
- ☒ B. Job Description
- C. Position
- D. Job advertising

26. Thinking, decision making, problem solving, cognitive skills, and language are examples of...

- ☐ A. Technical Skills
- ☒ B. Conceptual Skills
- ☐ C. Human Relations Skills
- ☐ D. Non of the above

27. Examples of human relation skills are working in teams, communication, and interpersonal skills

- ☒ A. True
- ☐ B. False

28. Examples of Conceptual Skills are working in teams, communication, and interpersonal skills

- ☐ A. True
- ☒ B. False

29. A job specification...

- ☒ A. Describes what the job demands of employees and the human factors required
- ☐ B. Is a recognized list of functions, tasks, accountabilities, working conditions, and competencies for a particular occupation
- ☐ C. Is a list of facts about the situation in which the worker acts include physical environment, hours, hazards, travel requirements, and so on, associates with a job
- ☐ D. Non of the above

30. Working conditions are facts about the situation in which the worker acts include a physical environment, hours, hazard, travel requirements, and so on, associated with a job

- ☒ A. True
- ☐ B. False

Good Luck...Dr. R.BOUZIDI